BP113 Position Actions

Purpose

The purpose of this Report Description is to display Position Actions in the Integrated HR Payroll System.

Report Description

This report displays all SAP and converted PMIS position actions that occurred during a specified time period.

Report Location

OM: Position Data

Report Uses

Agencies will use this for monitoring purposes to report number and types of position actions being processed. PCR numbers are provided as a cross reference to identify particular action information.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as

mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the Web Intelligence Prompt List on the OSC website.

The Mandatory prompts for this report are:

- Organizational Unit
- Effective Date (Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

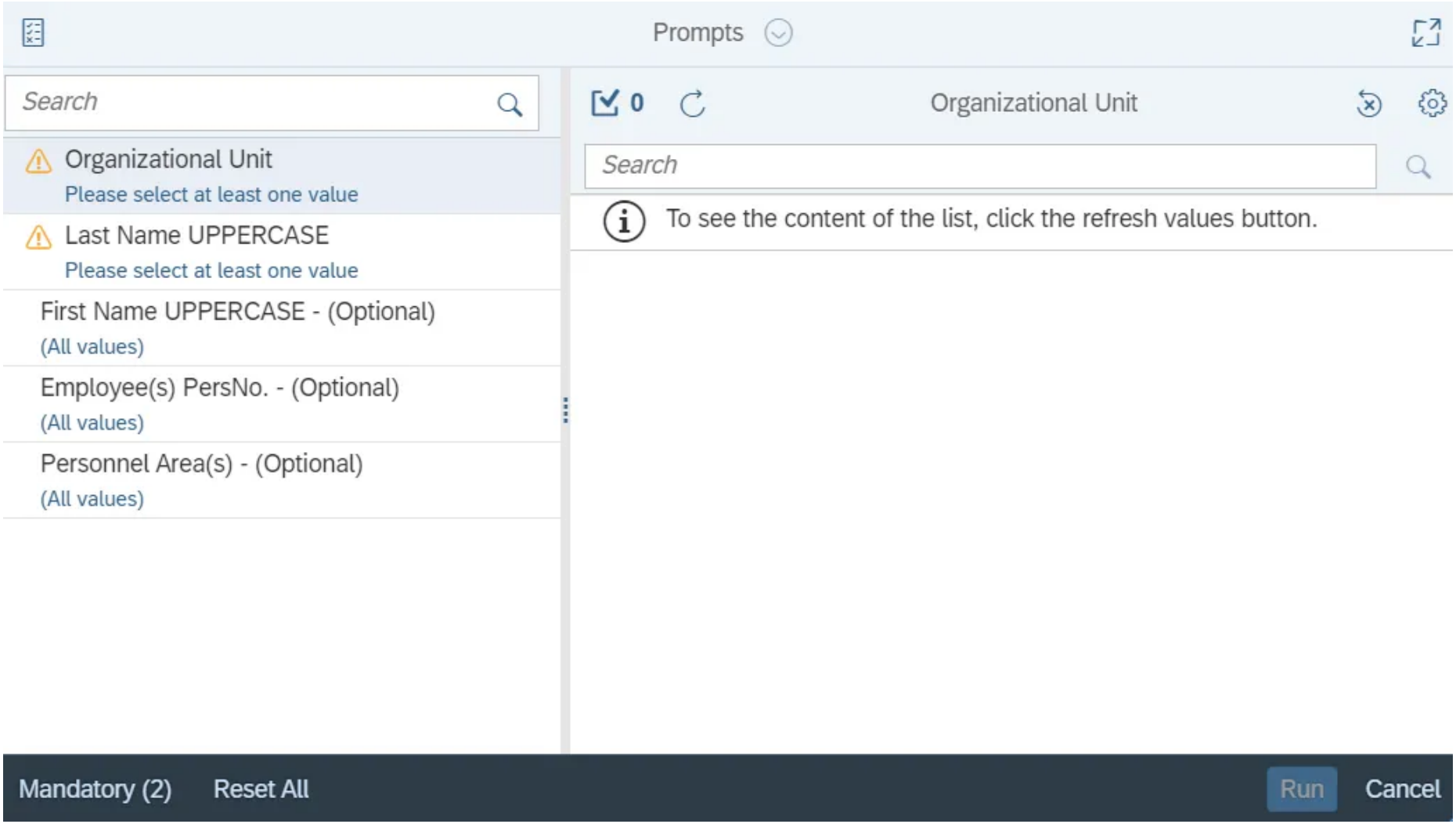
The Optional prompts are:

- Position Action Type(s) – (Optional)
- Position(s) – (Optional)
  Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Subgroup (Contractors)

Image



Initial Layout

The report lists all actions based on the prompt selections. Below is a sample of the initial layout rendered.

Image



Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

- Action Type
- Changed By
- Changed On
- Country
- Effective Date
- Employee Group
- Employee Subgroup
- Job

- Organizational Unit
- PCR ID
- Pos City
- Pos Country
- Pos Personnel Area
- Position
- Sequence number
- State
- Valid to

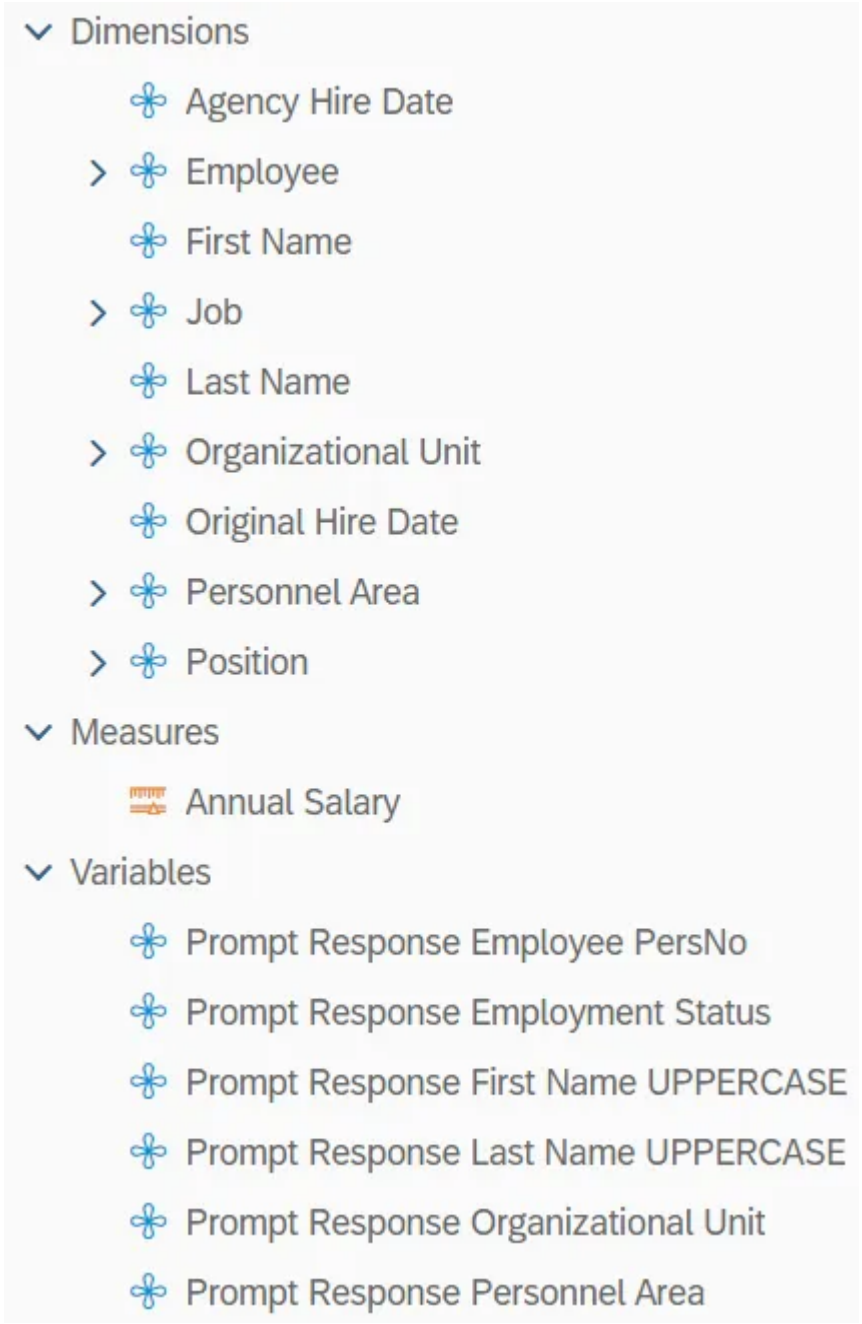
Measures

- Number of Actions
- Prior Budget Amount
- Total Budget Amount

Variables

- Prompt Response Effective Date
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- Prompt Response Position
- Prompt Response Position Action Type

Image


Dimensions
Agency Hire Date
Employee
First Name
Job
Last Name
Organizational Unit
Original Hire Date
Personnel Area
Position
Measures
Annual Salary
Variables
Prompt Response Employee PersNo
Prompt Response Employment Status
Prompt Response First Name UPPERCASE
Prompt Response Last Name UPPERCASE
Prompt Response Organizational Unit
Prompt Response Personnel Area

Special Report Considerations/Features

- Action records in PMIS have been converted to the SAP BEACON action code equivalent to position actions. Where no equivalent was available for a position action, a 9## action type was generated using the original PMIS action description.
- Positions in the range 62000000 - 64999999 (Temporary Solutions Work Orders) are excluded.
- Contractors are excluded by default, but this can be changed.
- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is generated for a date prior to August 2017, then the position personnel area will not be populated and will display as “#” or as “not assigned.”
- Position and Job abbreviated titles (Short Text) are available from the Position or Job attributes (expanded list) in Available objects.
- Field/Home Based indicator is available from Position attributes (expanded list) in Available Objects.

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